

1 Tables

1.1 Managing Table

1. Select target cells then click Home tab, Styles group, Format as Table drop-down (**Ctrl+T**)
2. Choose a pre-set table style
3. On dialog, check cell range (reselect if necessary)
4. Tick My table has headers?
5. Click OK to finish
6. Table now formatted and filtered by default
7. Important to Name table:
 - Click Table Tools Design tab, Table Name
 - Table Names and their Column Headings can then be used in Formulas - special **Table Nomenclature** eg =SUM(**TableName**[**ColumnName**])
8. Convert back to normal cells, click Table Tools Design tab, Convert to Range – cells retain data and formatting



Benefits of Tables

- | | |
|---|--|
| <ul style="list-style-type: none"> • Easy sorting and filtering • Quick formatting • Easy data entry • Automatic nomenclature • Quick totals | <ul style="list-style-type: none"> • Easy to extend • Formula autofill • No copy necessary • 'Table' Charts autoupdate • One-click select |
|---|--|

Modifying tables

Select 1 cell in the table, click Table Tools Design tab ...

Change Size	<ul style="list-style-type: none"> • Click Resize Table • Trace out the new range on worksheet including original table cells • Click OK to finish
Change Style	<ul style="list-style-type: none"> • Click pre-set table style drop down table • Hover over a style for a live preview
Change Style Options	<ul style="list-style-type: none"> • Experiment with the Six options: Header Row, Total Row, Banded Rows/Columns, First/Last Column

2 Pivot Tables

1. Pivot Tables summarise data from a larger list (Data Source)
2. Decide the following:
How is data to be summarised?
Rows? Columns? Maths? Groups?
3. Click 1 Cell in list; then click k Insert tab, Pivot Table (Report) and follow prompts
4. Work in **Classic View** →?
Click Pivot Table Tools, Pivot Table Options, Options, click Display tab and tick Classic Pivot Table Layout
5. Click Pivot Table Tools Options tab, ensure that the 3 rightmost buttons are active (namely: Field List; +/- Buttons; Field Headers)
6. Either drag the fields from the Field List to intended "hot spots" on the Pivot Table or on the Field List Pane



Pivot Table Field Changes

1. Can remove a field (Drag and drop outside table)
2. Can drag a field to a new position
3. Double click field label/areas to make changes

Refreshing a Pivot Table

Pivot Tables don't show changes in the source data immediately

1. Make the changes in the Data List
2. Click back inside the Pivot Table, click PivotTable Tools Options tab, Refresh (or RH click ...)

Grouping Data

1. Select columns / rows with the intention of grouping them under a new summarising heading (Via thick black arrow)
2. Click PivotTable Tools Options tab, Group Selection (or RH click take Group option)
3. Change the Group temporary title to suit the data
4. To remove grouping, select all columns / rows in the group then click the Ungroup button (or RH click selection ...)

Pivot Table Charts

1. Ready made Pivot Tables can be represented with a Chart:
 - Click inside the Pivot Table
 - Click PivotTable Tools Options tab ...
2. Alternatively, make a PivotChart from scratch:
 - Click 1 Cell in the Data List then click Insert tab, PivotChart and follow the prompts
 - Click Pivot Table Tools Options tab, ensure that the 3 rightmost buttons are active (namely: Field List; +/- Buttons; Field Headers)
 - Either drag the fields from the Field List to intended "hot spots" on the Pivot Table or on the Field List Pane